

UMC SUPPORT

February 4, 2026

Employee Handbooks

Employee Handbooks

- A valuable resource for both the employer and employees.
- Should include the organization's:
 - Mission and Vision statements
 - Policies and Procedures
 - Benefits Overview
- Provides an overview of what is expected from employees and reflects the employers' standards and objectives relating to various activities.

Employee Handbooks

- Each policy should begin on a new page.
- Handbooks should include a written acknowledgement of receipt stating that an employee has received the handbook and is responsible for familiarizing themselves with the policies and procedures.
- Signed acknowledgement forms should be collected and kept in the employee's personnel files.
- Handbooks should be easily accessible to all employees.
- An employment attorney should review the employee handbook.

Recommended Policies

- At Will Employment
- Lactation Accommodation
- Meal / Break Policy
- Leave Policy
 - Family
 - Sick
 - Vacation
 - Military
- Bereavement
- Jury Duty
- Time Off to Vote
- Pay Policies
- Termination / Severance Policies

Does the state require employers to provide meal/rest breaks?

California	Yes	Employers must provide employees in California who work more than 5 hours with a meal period of at least 30 minutes. A second 30-minute meal period is required for employees who work more than 10 hours in a day. The first meal period must be provided no later than the 5th hour of work; the second meal period must be provided no later than the end of the 10th hour of work.
Florida	No	
Indiana	No	
Louisiana	No	

Does the state require employers to provide meal/rest breaks?

Oklahoma	No	
Tennessee	Yes	Hourly staff working 6 or more hours must receive at least a 30-minute unpaid meal break. The meal period must not be scheduled during or before the first hour of work.
West Virginia	Yes	<p>Employers must provide employees in West Virginia who work 6 or more hours with a meal break of at least 20 minutes, at times reasonably designated by the employer.</p> <p>The meal break law only applies when employees are not afforded necessary breaks and/or permitted to eat lunch while working. If employees are provided these opportunities, the statute would not apply.</p>

Does the state require paid leave?

California	Yes	Extensive leave requirements, including but not limited to: Sick Leave, Safe Time, Paid Family Leave, Pregnancy Disability Leave, Bereavement Leave.
Florida	No	
Indiana	No	
Louisiana	No	

Does the state require paid leave?

Oklahoma	No	
Tennessee	No	
West Virginia	No	

Does the state have any laws on vacation leave?

California	Yes	An employer's vacation policy cannot require forfeiture of vested vacation time upon termination. A reasonable cap can be applied to vacation accrual.
Florida	No	Employer is not required to provide vacation, but if they have a vacation policy, they must apply it consistently.
Indiana	No	Employer is not required to provide vacation, but if they have a vacation policy, they must apply it consistently.
Louisiana	No	Employer is not required to provide vacation, but if they have a vacation policy, they must apply it consistently.

Does the state have any laws on vacation leave?

Oklahoma	No	Employer is not required to provide vacation, but if they have a vacation policy, they must apply it consistently.
Tennessee	No	Employer is not required to provide vacation, but if they have a vacation policy, they must apply it consistently.
West Virginia	No	Employer is not required to provide vacation, but if they have a vacation policy, they must apply it consistently.

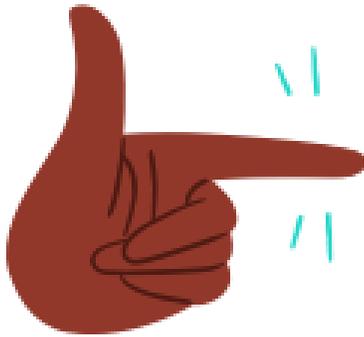
Does the state require employers to offer military leave?

California	Yes	17 days unpaid for U.S. armed services, includes travel time to and from duty. Private employers – 15 days of unpaid leave for state military reserve, includes travel time to and from duty.
Florida	Yes	Employers of 15 or more employees must provide up to 15 days of Civil Air Patrol leave annually to employees who are members of the Civil Air Patrol.
Indiana	Yes	Must grant members of the National Guard, members of military reserve components and retired personnel of U.S. naval, air, or ground forces paid or unpaid leave to serve on state active duty.
Louisiana	No	Military Service Relief Act prohibits employers from discharging, penalizing, or otherwise discriminating against an employee because the employee is a member of or serves in the armed forces, state militia, or other military forces.

Does the state require employers to offer military leave?

Oklahoma	Yes	Employees who are members of the U.S. reserves (including the Army and Air National Guard) or any other component of the U.S. armed forces, are entitled to a leave of absence when ordered to active or inactive duty or service.
Tennessee	Yes	Employees who are members of the Tennessee state guard or civil air patrol are entitled to unpaid leave when ordered to duty, including emergency duty, or for training purposes.
West Virginia	Yes	West Virginia employers of 15 or more employees must provide employees who are members of the Civil Air Patrol with a leave of absence. Up to 10 days for training or 30 days for responding to an emergency mission.

Bereavement Leave



Bereavement leave provides time off to grieve the loss of a loved one.

There are no federal laws requiring bereavement leave, but 88% of employers offer paid bereavement leave for full-time employees.

- Only 5 states have requirements for bereavement leave.
 - California, Illinois, Maryland, Oregon, and Washington

Does the state have required pay dates ?

California	Yes	Employers must pay employees semimonthly or more frequently on regular paydays.
Florida	No	
Indiana	Yes	Employers must pay employees no later than 10 business days after the end of the pay period. Employers must pay employees monthly, unless they request to be paid semimonthly or biweekly. Salaried employees who are overtime eligible under the FLSA can be paid monthly, regardless of their preference.
Louisiana	Yes	Employers must pay employees semimonthly or monthly. An employer that fails to designate paydays must pay its employees on the 1st and 16th days of the month or as near as practicable to those dates.

Does the state have required pay dates ?

Oklahoma	Yes	Employers must pay employees no more than 11 days after the end of the pay period. Employers must pay employees at least semi-monthly, on regular paydays designated in advance by the employer.
Tennessee	Yes	Employers with five or more employees must pay employees at least once per month but can pay wages more frequently on regular paydays designated by the employer.
West Virginia	Yes	At least twice every month with no more than 19 days separating paydays, employers must pay employees all wages earned, up to and including the 12th day immediately preceding the regular payday.

Does the state have final pay requirements?

California	Yes	<p>Must pay final wages to employees who voluntarily resign no later than 72 hours after employment ends. If an employee has given at least 72 hours' notice of their intention to quit or retire, final wages are due on the employee's last day.</p> <p>Must pay final wages to discharged employees immediately at the time of termination.</p>
Florida	Yes	<p>Must pay final wages to both voluntarily and involuntarily terminated employees by the next regularly scheduled payday.</p>
Indiana	Yes	<p>Must pay final wages to both voluntarily and involuntarily terminated employees by the next regularly scheduled payday.</p>
Louisiana	Yes	<p>Must pay final wages to employees who voluntarily resign by the next regularly scheduled payday or within 15 days of separation, whichever occurs first.</p>

When are final wage payments required to be made to employees that have been terminated?

Oklahoma	Yes	Must pay final wages to both voluntarily and involuntarily terminated employees by the next regularly scheduled payday.
Tennessee	Yes	Must pay final wages to discharged employees by the next regularly scheduled payday or within 21 days after separation, whichever occurs last.
West Virginia	Yes	Must pay final wages to both voluntarily and involuntarily terminated employees by the next regularly scheduled payday.

Employee Files

- For compliance purposes, all employee files should be kept in a secure cabinet at all times.
- I-9 forms should be kept together in a separate file.
- Medical files (FMLA, benefits, etc.) should be kept in a separate locking file cabinet.
- Have 1-2 designated persons that can access employee personnel files.

Employee Files– Personnel Files

The Employee Personnel File should contain the following information:

- Application/Resume
- All documents pertaining to hiring information such as background checks, reference checks, work history information, etc.
- W-4 form
- Promotion/transfer records
- Performance evaluations
- Disciplinary records
- Personal commendations
- Vacation/PTO days
- Pay records

Employee Files– Personnel Files

When an employee is terminated the following records should be added to their Personnel File:

- Exit interview form
- Copy of the State Separation Notice
- Layoff information – selection process
- Firing for cause information
- Resignation letter

Employee Files – Benefit Files

The Employee Benefit File should contain the following information:

- All medical information including doctors' statements
- Benefit enrollment forms
- 403(b) enrollment forms and documentation
- Change forms and/or waiver forms
- Workers' compensation information including injury reports
- Beneficiary designations
- Drug test results

Employee Files – Benefit Files

- Benefits information is to be kept in strict confidence and access should be extremely limited to those individuals who have a recognized need for such information.
- Even inadvertent or accidental disclosure of information can result in legal liability for employers.
- Written consent from employees should be required for medical information disclosures.

File Retention

- Recommended to keep employee personnel and benefit files 7 years after termination.
- Recommended to keep I-9 Forms 1 year after termination or 3 years after date of hire, whichever is later.
- Recommended to keep time sheets 3 years.

Recruiting

Recruiting Start to Finish

1. Job description development.
2. Post the position.
3. Review resumes.
4. Conduct phone screens.
5. Prepare interview questionnaire.
6. Train selection committee on interviewing techniques.
7. Facilitate interview process.
8. Craft the offer letter, conduct background checks, and contact references.
9. Tailor a custom onboarding orientation process.

Ban the Box

- "Ban-the-box" laws requiring employers to remove criminal-history questions from employment applications.
- Enacted in 37 states.
- Enacted in over 150 cities and counties.



Post-Offer Checks

All job offers should be contingent on successfully passing pre-employment checks. These include:

- Background checks.
- Drug Screens.
- Reference Checks.

Be sure to include language in your offer letter that informs the candidate that the position is contingent upon them passing the required checks.

Background Checks

Background checks should be done after you have received a signed offer letter.

Typically, a background check will:

- Validate social security numbers.
- Verify education.
- Review any criminal convictions.

Some positions may need more information. For example, if the job requires driving, you should include a motor vehicle records check.

E-Verify

Home / Employers

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EMPLOYERS

This section provides information for employers and other participants about the verification process, including detailed instructions on handling an employee's Tentative Nonconfirmation and other related topics.

For the latest about E-Verify, check out [What's New](#).

To stay up-to-date, [subscribe to E-Verify emails via GovDelivery](#).

If you are not already enrolled in E-Verify, [explore the program](#) and what it can do for your business, then [learn how to enroll](#).

Login to E-Verify

If you are already enrolled in E-Verify and would like to **login** now.

LOGIN TO E-VERIFY



ENROLLING IN E-VERIFY

Begin your E-Verify enrollment here

E-VERIFY ENROLLMENT



VERIFICATION PROCESS

Create a case, get results and close the case

VERIFICATION PROCESS



MONITORING & COMPLIANCE

E-Verify compliance activities

MONITORING & COMPLIANCE

E-Verify is voluntary, on the federal level but many states have enacted state laws requiring employers to enroll.

<https://www.e-verify.gov/employers>

E-Verify

- Web based system that allows employers to confirm the eligibility of their employees to work in the United States.
- You may not verify current employees, only those newly hired.
- Requirements to enroll are based on state.
- Requires use of information on I-9 form.

Does Your State Require E-Verify for Private Employers?

California	No	Effective January 1, 2012, neither the State nor any of its cities, counties, or special districts can mandate E-Verify use in California.
Florida	Yes	Effective July 1, 2023, private employers with 25 or more employees performing services in the state must use E-Verify and retain a copy of all documents provided and any official verification generated for at least 3 years.
Indiana	No	Only state agencies, political subdivisions, and contractors with public contracts must use E-Verify.
Louisiana	Yes	Effective Aug. 15, 2011, all Louisiana employers must either use E-Verify or accept and retain picture identification of employees and one of the enumerated documents in the law.

Does Your State Require E-Verify for Private Employers?

Oklahoma	No	Effective November 1, 2007, all public employers must use E-Verify.
Tennessee	Yes	Effective January 1, 2023, private employers with 35 or more full-time equivalent employees under the same FEIN are required to use E-Verify. Private employers with 6 to 34 employees and governmental entities must verify new hires by either: (1) using E-Verify and maintaining a copy of the E-Verify results; or (2) obtaining and maintaining a copy of an identity or work authorization document from an enumerated list under the Tennessee Lawful Employment Act.
West Virginia	Yes	Service providers whose employees are regularly employed on the grounds or in the buildings of the state Capitol Complex.

FORM I-9 COMPLIANCE

What is I-9 Verification and Why is it Important?

- Ensures employers comply with federal laws by verifying the identity and work authorization of employees.
- Protects organizations from costly fines and legal issues due to non-compliance or incomplete documentation.
- Promotes ethical and fair hiring practices.

Compliance Update

USCIS Extends Form I-9 Expiration Date

- Form I-9 expiration extended to **05/31/2027**.
- Employers must use the edition dated 08/1/23, which may show an expiration date of either **07/31/2026** or **05/31/2027**.
 - Both forms are valid until their respective expiration dates.
- The Form I-9 download page will now include only the version with the **05/31/2027** expiration date.



The image shows the top portion of a USCIS Form I-9. On the left is the Department of Homeland Security seal. In the center, the text reads: "Employment Eligibility Verification", "Department of Homeland Security", and "U.S. Citizenship and Immigration Services". On the right, it says "USCIS Form I-9", "OMB No. 1615-0047", and "Expires 07/31/2026". A red oval highlights the expiration date, and a yellow arrow points to it from the right. Below the header, there are two lines of text: "START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the [Instructions](#)." and "ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in **Section 1**, or specify which acceptable documentation employees must present for **Section 2** or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal."

Section 1 – The Employee Section

Form I-9's can be completed **after** an employee has signed their acceptance letter but must be done by their first day of employment.

- Section 1 must be completed by the employee.
 - If you are using E-Verify their social security number is required however, if you do not use E-Verify then their social security number is not required on the I-9 form.
 - Email address and phone number are optional.

		Employment Eligibility Verification		USCIS		
		Department of Homeland Security		Form I-9		
		U.S. Citizenship and Immigration Services		OMB No. 1615-0047		
				Expires 07/31/2026		
START HERE: Employers must ensure the form instructions are available to employees when completing this form. Employers are liable for failing to comply with the requirements for completing this form. See below and the Instructions .						
ANTI-DISCRIMINATION NOTICE: All employees can choose which acceptable documentation to present for Form I-9. Employers cannot ask employees for documentation to verify information in Section 1 , or specify which acceptable documentation employees must present for Section 2 or Supplement B, Reverification and Rehire. Treating employees differently based on their citizenship, immigration status, or national origin may be illegal.						
Section 1. Employee Information and Attestation: Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment , but not before accepting a job offer.						
Last Name (Family Name) Doe		First Name (Given Name) Jane		Middle Initial (if any)	Other Last Names Used (if any) Eyre	
Address (Street Number and Name) 123 Street Ln.		Apt. Number (if any)	City or Town Nashville		State TN	
ZIP Code 37220	Date of Birth (mm/dd/yyyy) 12/31/1980	U.S. Social Security Number 1 2 3 4 5 6 7 8 9		Employee's Email Address J.E.Doe17@test.com	Employee's Telephone Number 615-555-5555	
I am aware that federal law provides for imprisonment and/or fines for false statements, or the use of false documents, in connection with the completion of this form. I attest, under penalty of perjury, that this information, including my selection of the box attesting to my citizenship or immigration status, is true and correct.		Check one of the following boxes to attest to your citizenship or immigration status (See page 2 and 3 of the instructions.):				
		<input checked="" type="checkbox"/> 1. A citizen of the United States				
		<input type="checkbox"/> 2. A noncitizen national of the United States (See Instructions.)				
<input type="checkbox"/> 3. A lawful permanent resident (Enter USCIS or A-Number.)						
<input type="checkbox"/> 4. A noncitizen (other than Item Numbers 2. and 3. above) authorized to work until (exp. date, if any) _____						
		If you check Item Number 4., enter one of these:				
		USCIS A-Number	OR	Form I-94 Admission Number	OR	Foreign Passport Number and Country of Issuance
Signature of Employee <i>Employee Signature</i>				Today's Date (mm/dd/yyyy) 01/30/2024		
If a preparer and/or translator assisted you in completing Section 1, that person MUST complete the Preparer and/or Translator Certification on Page 3.						

Section 2 – The Employer Section

Section 2 is to be completed by the employer representative.

- Employees will be provided a list of acceptable I-9 documents that they will provide to their employer no later than the 3rd business day after their start date.
 - (Ex: If an employee starts work on a Monday they will have until the end of day Thursday to provide their employer with their I-9 documents).
- Employees will not be allowed to work without providing these documents within the timeframe stated above.
- Thoroughly complete section 2 and list the information from the documents.

LISTS OF ACCEPTABLE DOCUMENTS				
All documents containing an expiration date must be unexpired. * Documents extended by the issuing authority are considered unexpired. Employees may present one selection from List A or a combination of one selection from List B and one selection from List C. Examples of many of these documents appear in the Handbook for Employers (M-274).				
LIST A Documents that Establish Both Identity and Employment Authorization	OR	LIST B Documents that Establish Identity	AND	LIST C Documents that Establish Employment Authorization
<ol style="list-style-type: none"> 1. U.S. Passport or U.S. Passport Card 2. Permanent Resident Card or Alien Registration Receipt Card (Form I-551) 3. Foreign passport that contains a temporary I-551 stamp or temporary I-551 printed notation on a machine-readable immigrant visa 4. Employment Authorization Document that contains a photograph (Form I-766) 5. For an individual temporarily authorized to work for a specific employer because of his or her status or parole: <ol style="list-style-type: none"> a. Foreign passport; and b. Form I-94 or Form I-94A that has the following: <ol style="list-style-type: none"> (1) The same name as the passport; and (2) An endorsement of the individual's status or parole as long as that period of endorsement has not yet expired and the proposed employment is not in conflict with any restrictions or limitations identified on the form. 6. Passport from the Federated States of Micronesia (FSM) or the Republic of the Marshall Islands (RMI) with Form I-94 or Form I-94A indicating nonimmigrant admission under the Compact of Free Association Between the United States and the FSM or RMI 		<ol style="list-style-type: none"> 1. Driver's license or ID card issued by a State or outlying possession of the United States provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 2. ID card issued by federal, state or local government agencies or entities, provided it contains a photograph or information such as name, date of birth, gender, height, eye color, and address 3. School ID card with a photograph 4. Voter's registration card 5. U.S. Military card or draft record 6. Military dependent's ID card 7. U.S. Coast Guard Merchant Mariner Card 8. Native American tribal document 9. Driver's license issued by a Canadian government authority <p>For persons under age 18 who are unable to present a document listed above:</p> <ol style="list-style-type: none"> 10. School record or report card 11. Clinic, doctor, or hospital record 12. Day-care or nursery school record 		<ol style="list-style-type: none"> 1. A Social Security Account Number card, unless the card includes one of the following restrictions: <ol style="list-style-type: none"> (1) NOT VALID FOR EMPLOYMENT (2) VALID FOR WORK ONLY WITH INS AUTHORIZATION (3) VALID FOR WORK ONLY WITH DHS AUTHORIZATION 2. Certification of report of birth issued by the Department of State (Forms DS-1350, FS-545, FS-240) 3. Original or certified copy of birth certificate issued by a State, county, municipal authority, or territory of the United States bearing an official seal 4. Native American tribal document 5. U.S. Citizen ID Card (Form I-197) 6. Identification Card for Use of Resident Citizen in the United States (Form I-179) 7. Employment authorization document issued by the Department of Homeland Security <p>For examples, see Section 7 and Section 13 of the M-274 on uscis.gov/i-9-central.</p> <p>The Form I-766, Employment Authorization Document, is a List A, Item Number 4, document, not a List C document.</p>

Section 2 – The Employer Section

- When completing section 2, you will list the document title as it is shown on the document, i.e., permanent resident card or U.S. Passport.
- Then you will list the issuing authority. This could be the country of origin or for a passport this could be listed as *United States Department of State* or the entity that provided the document.
- You will then provide the document number as it is listed on the document. (Could be a driver's license number, passport number, or Social Security Number if they provided an SSN card)
- You will then type in the expiration date if one is provided. (U.S. Passports have expiration dates. SSN cards and Birth Certificates do not).



Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign **Section 2** within three business days after the employee's first day of employment, and must physically examine, or examine consistent with an alternative procedure authorized by the Secretary of DHS, documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.

	List A	OR	List B	AND	List C					
Document Title 1										
Issuing Authority										
Document Number (if any)										
Expiration Date (if any)										
Document Title 2 (if any)	Additional Information <input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.									
Issuing Authority										
Document Number (if any)										
Expiration Date (if any)										
Document Title 3 (if any)										
Issuing Authority										
Document Number (if any)										
Expiration Date (if any)										
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.										
Last Name, First Name and Title of Employer or Authorized Representative						Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)			
Employer's Business or Organization Name						Employer's Business or Organization Address, City or Town, State, ZIP Code				

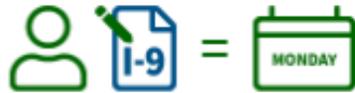
Section 2 – Employer Section Example

Section 2. Employer Review and Verification: Employers or their authorized representative must complete and sign Section 2 within three business days after the employee's first day of employment, and must physically examine documentation from List A OR a combination of documentation from List B and List C. Enter any additional documentation in the Additional Information box; see Instructions.			
List A		OR	List B AND List C
Document Title 1	U.S. Passport		
Issuing Authority	Department of State		
Document Number (if any)	000000000		
Expiration Date (if any)	03/15/2025		
Document Title 2 (if any)	Additional Information		
Issuing Authority			
Document Number (if any)			
Expiration Date (if any)			
Document Title 3 (if any)			
Issuing Authority			
Document Number (if any)			
Expiration Date (if any)			
<input checked="" type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.			
Certification: I attest, under penalty of perjury, that (1) I have examined the documentation presented by the above-named employee, (2) the above-listed documentation appears to be genuine and to relate to the employee named, and (3) to the best of my knowledge, the employee is authorized to work in the United States.			First Day of Employment (mm/dd/yyyy): Date employee began working for pay
Last Name, First Name and Title of Employer or Authorized Representative Nelson, Bill - Administrator		Signature of Employer or Authorized Representative <i>Bill Nelson</i>	Today's Date (mm/dd/yyyy) Date employer reviewed documents and signed
Employer's Business or Organization Name NASA		Employer's Business or Organization Address, City or Town, State, ZIP Code 300 Hidden Figures Way SW Washington, DC 20024	

I-9 Completion Timeline



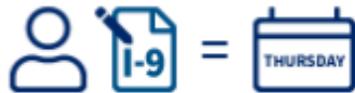
Employee **accepts offer** for employment



Employee **completes Section 1** of the form no later than first day of work for pay



Employee **gives documents and form** to employer



Employer **completes Section 2** of the form no later than 3rd business day employee starts work for pay



If Employee's work authorization expires, **complete Supplement B**

Remote Examination of Documents

If you participate in E-Verify and are in good standing, you are qualified to remotely examine your employee's documentation using a DHS-authorized alternative procedure at your E-Verify hiring sites. If you choose to offer the alternative procedure to new employees at an E-Verify hiring site, you must do so consistently for all employees at that site. However, you may choose to offer the alternative procedure for remote hires only but continue to apply physical examination procedures to all employees who work onsite or in a hybrid capacity.

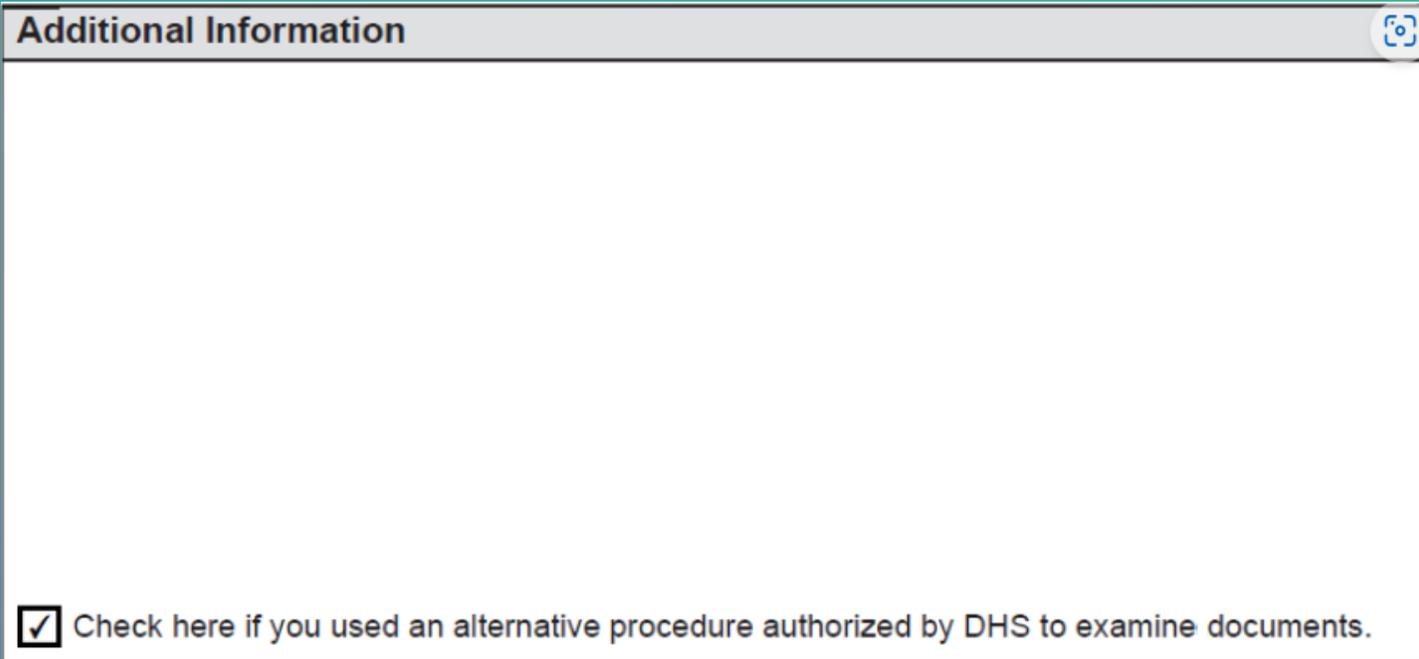
Remote Examination of Documents Procedures:

- Examine copies (front and back, if the document is two-sided) of Form I-9 documents or an acceptable receipt to ensure that the documentation presented reasonably appears to be genuine and relates to the employee;
- Conduct a live video interaction with the individual presenting the document(s) to ensure that the documentation reasonably appears to be genuine and relates to the individual. The employee must first transmit a copy of the document(s) to the employer (per Step 1 above) and then present the same document(s) during the live video interaction; and
- Retain a clear and legible copy of the documentation (front and back if the documentation is two-sided).

Remote Examination of Documents

Indicate that you used an Alternative Procedure on Form I-9:

- On the Form I-9 dated **08/01/2023**, check the box to indicate that you used an alternative procedure in the Additional Information field in Section 2.



Additional Information

Check here if you used an alternative procedure authorized by DHS to examine documents.

Remote Examination of Documents

Reverification or Rehire:

- If you are completing the remote documentation examination for a rehire or reverification, check the box on Form I-9 Edition 08/01/2023, in Supplement B.
- Continue to complete the Form I-9 according to Form I-9 instructions and related guidance on I-9 Central and in the M-274, Handbook for Employers.
- For reverification, do not create a new E-Verify case.

Retention of Documents:

- Retain a clear copy (front and back, if two-sided) of all documents examined in a paper or electronic format, or in an acceptable combination, for as long as the employee works for you, plus the specified period after their employment has ended.
- The retention of document copies allows an opportunity, at the time of a routine employer audit or for a DHS auditor to assess if the documentation presented during the remote examination appears to be genuine and relate to the employee.
- In the event of a Form I-9 audit by a federal government inspector, you must make available copies of the identity and U.S. work authorization documentation the employee presented for remote document examination.

Supplement B Page – Reverification and Rehire

Sometimes you will need to reverify an employee's authorization to work. Below are examples of when you will need to fill out the **Supplement B** page (formerly Section 3) of the Form I-9.

Employment Authorizing Document (EAD) expires:

- When an employee's temporary employment authorization document expires, you will need to reverify their authorization.
- Reverification must be done by the expiration date on their original document.

The following documents will **never** need to be reverified:

- U.S. Passports
- U.S. Passport Cards
- Alien Registration Receipt Cards
- Permanent Resident Cards
- List B Documents

****Note:** You will never need to reverify U.S. citizens and noncitizen nationals.**

Supplement B Page – Reverification and Rehire

An Employee Name Change:

- When an employee legally changes their name, you will need to reverify their identity.
- You need to be reasonably sure that the name was changed legally. This may include asking for documentation of the change.
- If you learn about the name change before an employment authorization document expires, you should go ahead and fill out Section 3 with the new name.

Rehired Employees:

In the event of a rehire, you have two options, depending on their rehire date:

- If the rehire is within 3 years from the date that their previous I-9 was completed, you can either fill out Section 3 on their previous I-9 **OR** complete a new I-9.
- If the rehire date is after 3 years from the original I-9, then you must fill out a new I-9.

Supplement B Page – Reverification and Rehire

When reverifying or rehiring an employee, fill out Supplement B page on the Form I-9. You will list the following:

- Updated information
- Document that you used to authorize that information (Ex: Passport, Birth Certificate, or SSN card)
- Document number
- Expiration Date if applicable

Sign and date the form confirming that you have reviewed the documents, and the employee is authorized to work in the United States.

Supplement B, Reverification and Rehire (formerly Section 3)		USCIS Form I-9 Supplement B	
Department of Homeland Security U.S. Citizenship and Immigration Services		OMB No. 1615-0047 Expires 07/31/2026	
			
Last Name (Family Name) from Section 1.		First Name (Given Name) from Section 1.	Middle initial (if any) from Section 1.
Doe		Jane	
Instructions: This supplement replaces Section 3 on the previous version of Form I-9. Only use this page if your employee requires reverification, is rehired within three years of the date the original Form I-9 was completed, or provides proof of a legal name change. Enter the employee's name in the fields above. Use a new section for each reverification or rehire. Review the Form I-9 instructions before completing this page. Keep this page as part of the employee's Form I-9 record. Additional guidance can be found in the Handbook for Employers: Guidance for Completing Form I-9 (M-274)			
Date of Rehire (if applicable)		New Name (if applicable)	
Date (mm/dd/yyyy)		Last Name (Family Name)	First Name (Given Name)
01/30/2024		New	Jane
Reverification: If the employee requires reverification, your employee can choose to present any acceptable List A or List C documentation to show continued employment authorization. Enter the document information in the spaces below.			
Document Title		Document Number (if any)	Expiration Date (if any) (mm/dd/yyyy)
Employment Authorization Document		123-456-789	02/28/2027
I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented documentation, the documentation I examined appears to be genuine and to relate to the individual who presented it.			
Name of Employer or Authorized Representative		Signature of Employer or Authorized Representative	Today's Date (mm/dd/yyyy)
Your Name		<i>Your Signature</i>	01/30/2024
Additional Information (Initial and date each notation.)			<input type="checkbox"/> Check here if you used an alternative procedure authorized by DHS to examine documents.

Mistakes, Recordkeeping, & Audits

Correcting Mistakes:

- When correcting mistakes on the I-9, simply draw a line through the mistake and continue filling out the form. Be sure to initial and date the correction.
- If the mistake is made in Section 1, the employee must correct the mistake and initial the correction.

There are some corrections that can not easily be made and there are some circumstances where you will need to complete a new I-9 form.

an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Attestation <i>(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)</i>					
Last Name (Family Name)	First Name (Given Name)	Middle Initial	Other Last Names Used (if any)		
Eyre Doe	Jane				
Address (Street Number and Name)	Apt. Number	City or Town	State	ZIP Code	
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number	Employee's E-mail Address	Employee's Telephone Number		
	□□□□ - □□ - □□□□				

JD
1/30/2020

*****Note:** When making corrections to the I-9 form do not use whiteout.***

Mistakes, Recordkeeping, & Audits

Recordkeeping

- Completed I-9s must be easily available should an audit occur.
- It is important to know that you should have a form I-9 for all active employees.
- I-9's must be kept for either:
 - 3 years after hire date, or
 - 1 year after termination whichever is later.

HR Best Practice:

Keep I-9's separate from other employee files so that they can be easily located and reviewed for retention purposes.

Mistakes, Recordkeeping, & Audits



Keep copies of I-9's for all your new hires and any terminated employees that have not met the cut off date.



Keep copies of any of the supporting documents from List A, or B and C with the employee's I-9.



If you use E-Verify, be sure to keep a copy of the certification page that you receive from each E-Verify case.



Mistakes, Recordkeeping, & Audits

Conducting Self-Audits: If you receive a notice of inspection from ICE, you will have 3 days to gather your Forms I-9. Below are some simple steps to conducting your own audit.

Step 1: Gather Forms I-9

- Note how many, where they are stored, and their format

Step 2: Purge Old Forms

- Review forms for terminated employees. Only keep forms for 3 years after hire date or 1 year after termination.
- Shred all termination forms that are passed the retention date.

Mistakes, Recordkeeping, & Audits

Step 3: Identify Missing Forms

- Make sure you have I-9's for all current employees.

Step 4: Find & Correct Mistakes

- Employees must make Section 1 changes. Employers can edit Section 2.
- If an employee is no longer employed with your company, you as the employer can make those changes.

Step 5: Track What Has Been Done

- Make notes about what changes were made, by whom, and why.

Useful Resources

Your best resource will be a local employment attorney. Below are some other resources that that may be helpful.

- [Handbook for Employers M-274 | USCIS](#)
- [I-9 Central | USCIS](#)
- [E - Verify](#)

UMC SUPPORT



FINANCE & ADMINISTRATION

General Council on Finance and Administration

THE UNITED METHODIST CHURCH

*Thank
you*



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